



POSITION DESCRIPTION

Department of Management and Marketing
Faculty of Business and Economics

Teaching Specialist

POSITION NO	0056048
CLASSIFICATION	Level A
SALARY	\$75,289.00 - \$102,163.00 (pro rata for part-time)
SUPERANNUATION	Employer contribution of 17%
WORKING HOURS	Full-time / part-time dependent on assigned teaching workload
BASIS OF EMPLOYMENT	Fixed Term up to 1 year dependent on assigned teaching workload
OTHER BENEFITS	https://about.unimelb.edu.au/careers/staff-benefits
HOW TO APPLY	<p><i>Please do not apply via the University Careers site. All applications must be submitted via the Department's Casual Tutor Recruitment System: https://ctrs.app.unimelb.edu.au</i></p> <p>Please note that due to the volume of applications received, only successful applicants will be contacted.</p>
CONTACT FOR ENQUIRIES ONLY	<p>Professor Helen Hu Deputy Head of Department (Teaching and Learning) Tel +61 3 8344 5282 Email hehu@unimelb.edu.au</p> <p><i>Please do not send your application to this contact</i></p>

For information about working for the University of Melbourne, visit our website:
about.unimelb.edu.au/careers

Position Summary

Teaching Specialists will provide subject coordination and deliver lectures, workshops or tutorials in Bachelor of Commerce, Master of Management and Master of International Business programs or other Department of Management and Marketing offerings.

The Teaching Specialist workload will comprise 90% teaching and 10% service. Teaching Specialists may teach in up to 3 subjects per semester and in multiple teaching periods throughout the academic year. Anticipated workload for the engagement period will be agreed at the time of appointment. Teaching Specialists will be responsible for all administration and marking for their assigned deliveries. Teaching Specialists may also contribute to curriculum and assessment development, results moderation activities, and/or provide leadership within the teaching team in subjects where they are part of a larger teaching team.

Teaching Specialists will discharge the service element of their workload by participating in Department and Faculty meetings and committee work, administrative duties as directed by the Head of Department, and participating in events promoting the Department such as Open Day, graduation ceremonies, seminars and lectures.

1. Key Responsibilities

1.1 TEACHING

Teaching Specialists will be responsible for the coordination and teaching of an assigned subject and/or workshops or tutorials. The appointee will collaborate with the leaders of other activities as required, and take direction from the overall Subject Coordinator as appropriate.

Responsibilities include:

- ▶ Engagement in instructional design and learning innovation to design and deliver high quality student-centred learning experiences in subjects taught in on campus, blended and online modes
- ▶ Preparation and delivery of assigned lectures, workshops or tutorials for the teaching period
- ▶ Preparation and maintenance of subject Learning Management System (LMS) materials and resources as required
- ▶ Utilisation of Lecture Capture and Readings Online resources in compliance with University policies
- ▶ Development of assignment tasks and exam papers, including marking rubrics
- ▶ Management of online assignment and exam submission processes via LMS
- ▶ Marking of assignments and exams following University and Faculty guidelines pertaining to marking integrity and security, including responsibility for monitoring inter-rate reliability of marking in subjects with multiple streams or lecturers

- ▶ Attendance at exams and special exams during the University's centrally timetabled exam periods
- ▶ Accurate recording and release of assignment results to students via LMS
- ▶ Preparation and submission of final subject results, including attendance at end of semester Board of Examiners meeting
- ▶ Provision of student exam viewing appointments
- ▶ Resolution and/or escalation of student appeals and complaints as appropriate
- ▶ Student consultations and enquiries during the teaching and exam periods as well as prospective student enquiries
- ▶ Coordination and leadership of the teaching team in subjects with multiples streams or teaching staff
- ▶ Liaison with the Department's teaching support team as required
- ▶ Attendance at relevant training, including professional development opportunities

For undergraduate subjects, responsibilities also include:

- ▶ Preparation and oversight of the tutorial program for the teaching period
- ▶ Selection of the tutor team prior to teaching period commencement
- ▶ Guidance of the tutor team through teaching team and marking meetings
- ▶ Oversight of tutor marking processes in accordance with University and Faculty policies, including responsibility for monitoring inter-rater reliability of tutor marking
- ▶ Coordination of tutor student consultations during SWOTVAC

1.2 SERVICE TO THE DEPARTMENT

- ▶ Participate in Department and Faculty meetings and committee work as required
- ▶ Perform administrative duties as appropriate to the level of appointment and as directed by the Head of Department or delegate
- ▶ Participate in functions promoting the Department such as Open Day, graduation ceremonies, seminars and lectures
- ▶ Contribute to the collegial and intellectual life of the Department, Faculty and University

2. Selection Criteria

2.1 ESSENTIAL

- ▶ A doctoral level qualification in a Management or Marketing discipline and/or equivalent relevant academic or professional or practice-based experience and expertise
- ▶ Recent, relevant tertiary level teaching experience demonstrating capacity to teach effectively at undergraduate and/or postgraduate levels
- ▶ A scholarly approach to teaching and learning, including experience in analysing and addressing student learning needs and familiarity with teaching and learning scholarship
- ▶ An ability to manage teaching related administrative tasks efficiently and accurately, including demonstrated capacity to manage subject websites and relevant teaching technology
- ▶ Excellent written and verbal communication skills
- ▶ An ability to work collaboratively and collegially with academic and professional staff colleagues
- ▶ An ability to develop relationships and work effectively with business, industry and/or professional associations

2.2 DESIRABLE

- ▶ Completion of recognised study in university or tertiary teaching
- ▶ A sound understanding of business education pedagogy, including simulations, case teaching, online and experiential learning methodologies
- ▶ An ability to foster industry partnerships that enhance teaching and learning, such as organising guest lectures, industry panels, field trips and publication of case studies
- ▶ Business-related work experience and networks

2.3 OTHER JOB RELATED INFORMATION

- ▶ This position requires the incumbent to hold a current and valid Working with Children Check.
- ▶ Appointees must prove eligibility to work in Australia with an Australian or New Zealand citizenship or permanent residency document or work visa valid for the employment contract duration. New staff must provide a copy of their work rights document when accepting their employment contract.
- ▶ Most lectures and workshops are scheduled between 9am and 6pm, however, evening work is sometimes required due to teaching timetables. Teaching timetables will be confirmed before the start of each teaching period.

- ▶ All applicants engaged in full time study are encouraged to carefully consider their workload capacity before applying.
- ▶ All lecturers and workshops leaders who have not previously taught in the Faculty of Business and Economics will be required to attend a compulsory induction program at the start of their first teaching period.
- ▶ Lecturers, workshop leaders and tutors are expected to maintain a minimum End-of-Subject Survey (ESS) score of 3.5.

3. Equal Opportunity, Diversity and Inclusion

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

4. Occupational Health and Safety (OHS)

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

5. Other Information

5.1 ORGANISATION UNIT

The Faculty of Business and Economics at the University of Melbourne has been preparing students for exciting and challenging careers in industry since 1924. We have developed an outstanding reputation, locally and internationally, for the quality of our teaching and research. The Faculty has an active board of business leaders, government representatives and community leaders who contribute to the implementation of our vision.

Organisational Structure

The Faculty is home to Melbourne Business School (MBS) and to six teaching and research departments:

Accounting

Business Administration

Economics

Finance

Management and Marketing

Melbourne Institute of Applied Economic and Social Research

The Faculty has the following student and academic support centres:

Academic Support Office

Student Employability and Enrichment

Research Development Unit

The Williams Centre for Learning Advancement

Quality Office

The Faculty is supported by the following central services:

Finance

Human Resources (including OHS)

Marketing and Communications

Service Level and Facilities Management

The faculty also hosts two University-wide initiatives:

- The Melbourne School of Professional and Continuing Education (MSPACE) which provides support to all Academic Divisions for their existing professional, continuing and executive education programs, and operates with a specific whole-of-institution mandate to significantly expand the University's professional, continuing and executive education offerings.

- The Melbourne Entrepreneurial Centre (MEC) which brings together a number of programs to focus a range of activities aimed at developing an entrepreneurial culture at the University of Melbourne.

Our Programs

There are about 10,000 students enrolled in undergraduate and graduate degrees within the Faculty.

The Bachelor of Commerce is one of the most sought-after business courses in Australia. From 1 May 2013 all graduate programs in business and economics are offered through Melbourne Business School. Melbourne Business School offers a full suite of professional masters programs for those with little work experience right through to the MBA suite. It is also the home of leading research masters degrees and the PhD.

Our Graduates

Since the Faculty was established it has produced over 53,000 graduates. Many of our alumni now occupy senior positions in business, government and academia, in Australia and around the world.

Further information about the Faculty is available at www.fbe.unimelb.edu.au.

5.2 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

5.3 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.

- We will deliver this through building a brilliant, diverse and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes; place, community, education, discovery and global.

5.4 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>